E-GRANTS
CARL PERKINS
USER GUIDE

Montana
Office of Public Instruction
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COMPLETING THE CARL PERKINS APPLICATION

PLANNING TOOL

The Planning Tool must be completed before any budget or topic funding pages in the application can be completed. The high school district must complete Topic 7 in the Planning Tool even if the elementary school completed the Planning Tool for the ESEA/NCLB or IDEA applications.

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
   - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. *Click* **Planning Tool** from the **Menu List**.
   - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have the Planning Tool displayed on the menu list.
3. If more than one LEA is listed, *select* the appropriate LEA.
4. *Click* on the radio button to select the prior year Planning Tool.
5. *Click* the **COPY TO NEW YEAR** button to copy last year's goals into the new application.

   - OR -

6. Complete the Planning Tool for the new application year by clicking **ADD NEW YEAR**.
7. Return to the **Menu List** Page.

Note: Information from the completed Planning Tool is pulled into various pages within the applications.

CARL PERKINS – SECONDARY APPLICATION

For page-specific instructions, click the "Click for Instructions" hyperlink in the upper-right corner of every page. If you need further assistance, click the "Contact Us" hyperlink at the bottom of each page to locate the appropriate OPI specialist.

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
   - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. If the Planning Tool has not been completed, *complete* the Planning Tool.

   Click here to go to the section on completing the Planning Tool.

3. *Click* **Carl Perkins - Secondary** from the **Menu List**.
   - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have this application displayed on the menu list.
4. If more than one LEA is listed, *select* the appropriate LEA.
5. *Create* a new application.
   - *Click* the **CREATE APPLICATION** button.

   \- OR -

6. *Continue* an application already created.
   - *Click* on the radio button next to the current application.
   - *Click* the **OPEN APPLICATION** button.
7. *Click* the **Contact Information** tab.
   - Fill in all required fields and extra e-mail addresses.
     - If district clerks and LEA program staff wish to receive automatic e-mail notifications of approved/returned applications, cash requests, etc., their e-mail addresses must be entered at the bottom of the **Contact Information** page.
   - *Save the page.*
8. *Click* the **Funding** tab (opens **Allocations Page**).
   - Review allocations.

9. *Click* the **Topic Funding** tab. (This page is dependent upon the completion of the Planning Tool.)
    - Review topics.
    - *Save the page.*

    You will not be able to get to the budget pages until the Topic Funding page is reviewed.

10. *Click* the **Application Pages** tab (opens **Required and Permissive Uses Section A**).
    - Complete **Required and Permissive Uses Sections A and B**, **Special Populations**, and **Big Sky Pathways** tabs (pages).
    - *Save all pages before moving to the next.*
11. *Click* the **Program Assessment** tab (opens **Schools with Programs** page).
    - Complete all pages on the third-row tabs from left to right.
    - *Save all pages before moving to the next.*
    - The **Program Assessments High School 1** tab will open an additional row of tabs.
        - Districts with only one high school should complete all fourth-row tabs (pages) then return to the next second-row tab (**Performance and Accountability**).
        - Districts with more than one high school should complete all fourth-row tabs (pages) then return to the next third-row tab and repeat the process. When assessments are complete for all applicable high schools, return to the next second-row tab (**Performance and Accountability**).
12. *Click* the **Performance and Accountability** tab (opens new row of tabs).
    - Complete all third row tabs from left to right.
    - *Save all pages before moving to the next tab.*
    - Return to next second-row tab (**Fund Distribution**).
13. *Click* the **Fund Distribution** tab.
    - *Complete* the Funding Distribution table.
    - *Save the page.*
    - *Click* the **Funding Comparison** tab (read-only page).

- The total funds listed in the Funding Distribution table should equal the total funds budgeted on the budget detail page. The application will not pass the consistency check if the totals do not match.

14. *Click* the **Budget Pages** tab. (first-row tabs - opens the **Budget Detail** page)
15. Enter the appropriate amount under each Purpose Category and Object Code until "Allocation Remaining" (at the bottom of the **Budget Detail** page) equals $0.
    - ⚠ Carl Perkins regulations cap administrative costs at 5%. Administrative costs include items entered under purpose code 23 - Administration plus indirect costs.
    - *Save the page.*

Note: the page-specific instructions provide details about Object Codes and Purpose Categories. ("Click for Instructions" hyperlink)

16. *Complete* the **Property and Equipment** page, if applicable.
    - *Save the page.*
17. *Click* the **Assurances, Common and Program** tab.
    - The Authorized Representative (AR) is required to sign off, or agree, to the Common Assurances, Perkins Assurances, and the Final Agreement.

    The Common Assurances carry over from one application to the next. If the Common Assurances were agreed to during completion of one of the other federal applications, there will be a check in the box upon page load and the **LEA AGREES** button will not be present.

    - (AR only) *Click* the check box on **Perkins Assurances** page.
    - *Save the page.*
    - (AR only) *Click* the **LEGAL ENTITY AGREES** button on the **Final Agreement** page. The date will auto-fill.
18. *Click* the **Submit** tab.
    - *Run* the consistency check.
    - *Correct* any errors that display.

When all edits have passed the consistency check, a message to the Authorized Representative stating, "Click Submit to OPI button to make final submission of the application for OPI review and approval," will appear.

19. (AR only) C*lick* the **SUBMIT TO THE OPI** button to *submit* the application.

Note: If district staff with the LEA data entry role are running the consistency check, the button text is, "Submit to Auth Rep." The application is **not** submitted to the OPI at this point. The AR must make final submission to the OPI.

Once the application has been submitted, the **Application Select** page status will be "Submitted to SEA."

The AR and all individuals listed on the bottom of the **Contact Information** page will receive an e-mail notification stating that the application has been submitted for review.

USING THE LOCK APPLICATION AND UNLOCK APPLICATION BUTTONS ON THE SUBMIT PAGE

- Use the **LOCK APPLICATION** button to lock the application thereby preventing changes to completed application pages. Use the **UNLOCK APPLICATION** button to unlock the application when page modifications are needed.
  - Only the user who locked the application and/or the district AR can unlock a locked application.
- A <u>successful</u> Consistency Check automatically locks the application. The **UNLOCK APPLICATION** button should be used to unlock the application if changes are needed after the consistency check has run.
  - Only the user who initiated the consistency check and/or the district AR can unlock the application after the consistency check locks it.